



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SURPLUS PROPERTY SCREENER

Job Number: 20001702

Job Code: 92100V150916

Job Group: 9200 - PURCHASING AND STORES

Job Established: 07/16/1989

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in screening all incoming and outgoing surplus property. Maintains necessary records and determines fair, reasonable services or transfer changes in accordance with the State Plan of Operations for surplus property; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have three years of screening property, purchasing, supply or storekeeping experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above areas will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Screens and obtains federal surplus property including machines, tools, vehicles, supplies, and equipment at federal installations throughout the United States. Responsible for tagging all property received in accordance with regulations, policies and procedures. Arranges for the orderly movement of property to the proper merchandising points or points in the distribution center and other storage points after it has been properly checked. Assists in unloading activities to insure complete and accurate check in of property received. Travels in state and out of state to federal holding installations and makes physical inspections of available property and follows through on procurement. Maintains a perpetual inventory of property including location, value, transfer, sale or disposal. Determines whether costs of procuring, transporting and handling property will be justifiable. Coordinates the usage of pick up trucks and state trucks. Provides assistance to donee in purchasing property. Contacts made by telephone to help move incoming property and follow up as required. Prepares and submits a written report to the director after each screening assignment has been completed.

UNIQUE PHYSICAL REQUIREMENTS:

In- and out-of-state travel is required. Heavy lifting of items is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.